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See Governor's office of Small, Minority & Women Business Affairs for more information:
<https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>

**Maryland Department
of the Environment**



Request for Quote

Title: LRP Scanning and Digitizing Service (2021-2022)

Release Date: December 8, 2021

The Land Restoration Program of the Maryland Department of the Environment requests cost proposals for scanning and digitizing services.

LRP is starting the process of digitizing approximately 30 years of paper files, including reports, correspondence, photos, data, and some oversized maps. LRP estimates a total of 2.5 million regular sized pages and less than 5000 oversized pages. All LRP files are organized by Brownfields Master Inventory Number (BMI). LRP documents include comb bound documents, two prong bound documents, stapled documents, and loose documents. Photos of example files can be provided upon request.

LRP shall:

- A. Provide related files in boxes labelled with BMI number.
- B. Provide boxed and labeled files to the selected contractor loading dock at MDE Offices, located at 1800 Washington Boulevard, Baltimore, Maryland 21230.
- C. Prioritize files for scanning based on Public Information Act (PIA) requests, closure status, and previous frequency of materials requests under PIA.
- D. Provide files marked with BMI Number, Document Name, and Date and shall mark the beginning of each individual document within a file.

Contractor shall:

- A. Scan paper documents into pdf documents at a minimum 300 ppi in 8 Bit Grayscale or 24 Bit Color where appropriate. OCR must be enabled.
- B. Provide digital files shall be provided to LRP via ftp or other approved electronic transfer process with a naming convention of MD####_Document Name_Year.pdf.
- C. Bound documents do not need to be rebound after scanning but must be secured via multiple rubber bands. Staples in correspondence do not need to be replaced.
- D. Return files organized in the same manner as provided.
- E. Provide electronic files within 1 week of pickup.
- F. Complete all work by September 1, 2022.

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Responses to this request must provide a bids for all of the following and all-inclusive costs for the following, with a maximum total award of \$10,000, and all work **must be** completed and billed by September 1, 2022:

Quotes submitted in response to this RFQ are irrevocable for the latest of the following: 120 days following the quote due date and time or the date any protest concerning this IFB is finally resolved. This period may be extended at the Procurement Officer's request only with the Bidder's written agreement.

All revisions, and posted questions and answers regarding this RFQ shall be posted on eMMA, and shall endeavor to provide all prospective Bidders that were sent this RFQ or are otherwise known by the Procurement Officer to have obtained this RFQ. It remains the responsibility of all prospective Bidders to check eMMA for any updates issued prior to quote submission.

Please quote the following five items on the bid form. The 5th item is optional:

1. Per page scanning costs for regular page sizes up to 11"x17" (and a total for an estimated 175,000 pages shall also be provided);
2. Per page scanning Costs for oversized (plan sized - approximately 26"x36") maps or a statement that contractor cannot provide service (and a total for an estimated 1,000 pages shall also be provided);
3. Per document indexing cost or a statement that they indexing fees are not applicable (and a total for an estimated 100 documents);
4. Per trip, pickup/return costs from the loading dock at MDE Offices, located at 1800 Washington Boulevard, Baltimore, Maryland 21230;
5. Other related administrative costs must be listed and priced (if any).

Please affirm with either a Yes or No response to the four items on the bid form:

1. A statement confirming that electronic documents can be provided within one week of pick up at MDE's offices;
2. A statement confirming that the contractor can provide all services to meet the contract by September 1, 2022.
3. A statement on whether the contractor can provide a cost per site file/BMI number within an invoice?
4. A statement confirming that the contractor understands that the total contract shall not exceed \$10,000.

For any questions, please contact Jane Noble at jane.noble@maryland.gov (preferred) or by leaving a message at (410) 537-3079.

Quotations should be all inclusive and provide costs that will be honored throughout the contract period. Quotations should be provided to Jane Noble at jane.noble@maryland.gov.

Responses due by December 17, 2021 at 1pm

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LRP Scanning and Digitizing Service (2021-2022) Bid Form

Contractor (Business) Name: _____

Authorized Representative Signature: _____ Date: _____

Contractor Federal ID Number: _____

Em Maryland Marketplace Advantage (eMMA) ID Number: _____

SBR Certification#: _____

Item	Bid Amount per unit	Unit	Estimated Pages	Estimate Total Bid
Scanning costs for regular page sizes up to 11"x17"		Per Page	150,000 pages	
Scanning Costs for oversized (plan sized - approximately 26"x36") maps or a statement that contractor cannot provide service		Per Page	1,000 pages	
Indexing cost or a statement that they indexing fees are not applicable		Per Document	100 documents	
Pickup/return costs from the loading dock at MDE Offices, located at 1800 Washington Boulevard, Baltimore, Maryland 21230		Per Trip		
Other administrative costs (**provide description, unit, etc in space provided below)				

Please answer yes or no to the following 4 questions:

Can contractor scan oversized (plan sized - approximately 26"x36") pages or documents? _____

Can contractor provide electronic documents within one week of pick up at MDE's offices? _____

Can contractor provide all services to meet the contract by September 1, 2022? _____

Can contractor provide a cost per site file/BMI number within an invoice? _____

***provide description of other administrative costs (if any) _____

Quotes are due to Jane Noble at jane.noble@maryland.gov by December 17, 2021 at 1pm